Policy #	Name	Issue Date
504.00	Academic and Vocational Programs	July 1, 2012
602.00	Acceptance of Entry Level Training	January 1, 2016
	from Other Jurisdictions	
117.00	Accounting Procedures and Cash Management	April 1, 2011
101.01	Accreditation and Performance-based Standards	October 1, 2012
112.00	Administrative Duty Officer	January 1, 2016
114.00	Advisory Board	April 1, 2014
700.00	Aftercare and Community Resource Department	July 1, 2008
316.01	Animal Access to DJS Facilities	April 1, 2015
106.00	Annual Report and Channels of Communication	July 1, 2008
803.00	Assessments – YRC	October 1, 2010
121.02	Asset Control	July 1, 2013
702.00	Assignment and Management of Residents and Former Residents	January 1, 2013
139.00	Automatic Reallocation Procedure for Correctional Officer I	January 1, 2008
601.00	Basic Training Academy	January 1, 2012
406.00	Bathing and Personal Hygiene	October 1, 2013
200.00	Building/Fire Codes	October 1, 2007
316.00	Canine Unit Access to DJS Facilities	July 1, 2013
501.03	CHANGE Program	January 1, 2010
306.01	Chemical Agents	April 1, 2014
501.00	Classification Process for Residents on Work Details	January 1, 2012
500.07	Clinical Polygraphs	October 1, 2011
405.00	Clothing and Bedding Supplies	October 1, 2013
125.00	Code of Conduct	October 1, 2015
127.00	Code of Ethics/Conflict of Interest	April 1, 2012
703.00	Community Contacts with Former Residents	January 1, 2013
140.00	Compensation and Benefits	January 1, 2016
132.00	Competitive Promotion of Correctional	July 1, 2014
	Officer Personnel	
154.00	Computer, Internet and Email Use	July 1, 2013
129.00	Conditions of Initial and Continued Employment	April 1, 2015
143.00	Confidentiality of Information	October 1, 2009
311.00	Contractor Escorts and Security Protocol	July 1, 2015
308.00	Control of Contraband/Allowable Items	January 1, 2016

Policy #	Name	Issue Date
134.00	Correctional Officer Uniforms and Grooming	
	Standards	January 1, 2016
324.00	Crime Scene and Physical Evidence Preservation	October 1, 2015
600.00	Division Honor Guard	April 1, 2012
312.00	Double-bunking of Residents	April 1, 2014
810.00	Dress Code – Aftercare	July 1, 2009
145.00	Drug- and Alcohol-Free Workplace	April 1, 2008
322.00	Emergency Plans, Shelter-in-Place and	October 1, 2015
	Evacuation Procedures	-,
322.01	Emergency Power and Communications	October 1, 2007
105.01	Employee Acknowledgement of Policies	January 1, 2016
156.00	Employee Exit Interviews	April 1, 2015
126.00	Employee Handbook	April 1, 2011
144.00	Employee Identification Cards	January 1, 2008
137.00	Employee Performance Appraisals	January 1, 2016
142.00	Employee Personnel Files	October 1, 2009
147.00	Employee Referral Program	October 1, 2007
152.00	Employee Use of State-Issued Credit Cards	January 1, 2016
159.00	Employee Use of Juvenile Services Fitness	October 1, 2007
	Center and Equipment	
153.00	Employees' Contact Information	July 1, 2011
148.00	Equal Employment Opportunity	October 1, 2007
325.00	Escapes	April 1, 2015
700.00	Establishing Aftercare and the Community	July 1, 2009
	Resource Department	
800.00	Establishing the Youth Reporting Centers and Mission	April 1, 2013
335.00	Facility Child Abuse and Neglect	October 1, 2015
202.00	Facility Planning Requirements	October 1, 2013
320.00	Fire Safety Program	October 1, 2011
307.00	Firearms	October 1, 2007
116.00	Fiscal Responsibility & Budgeting	July 1, 2014
321.00	Flammable, Toxic, and Caustic Materials	July 1, 2011
400.00	Food Service Operations and Sanitation	April 1, 2015
204.00	Heating and Cooling	October 1, 2007
141.00	Hours, Schedules and Overtime	October 1, 2015
203.00	Housing Areas	April 1, 2012

Policy #	Name	Issue Date
415.00	Hunger Strikes	April 1, 2009
313.00	Incident Report Writing	October 9, 2014
120.00	Independent Audit	October 1, 2007
166.00	Information System and Research Conduction	January 24, 2014
130.00	Initial Employment Physical Examination	January 1, 2015
123.00	Institutional Insurance	April 1, 2011
500.00	Intake and Admissions	July 1, 2015
500.08	Intake and Assessment Center Process	April 1, 2015
119.00	Internal Monitoring	January 1, 2016
121.01	Inventory Control	July 1, 2010
111.00	Investigative Unit	October 1, 2015
132.01	Job Interviews/Promotional Testing	July 1, 2015
301.00	Juvenile Careworkers	January 1, 2008
305.00	Resident Movement	October 1, 2015
318.00	Key Control	July 1, 2009
109.00	Legal Counsel	October 1, 2007
506.00	Library Services	October 1, 2007
315.00	Major Disturbances & Hostage Situations	October 9, 2014
413.00	Medical Care & Emergency Medical Procedures	January 1, 2015
410.00	Medical Standards	April 1, 2008
155.00	Military Leave	October 1, 2009
107.00	Monitoring and Assessment	October 1, 2010
157.00	Nepotism	April 1, 2012
135.00	Non-Correctional Officer Dress Code	January 1, 2016
165.00	Offender Records	January 1, 2016
804.00	Orientation Procedures – YRC	January 1, 2016
813.00	Participant Discipline	October 1, 2013
303.00	Patrols and Inspections	July 1, 2015
101.02	Performance-based Standards Expectations	October 1, 2012
302.00	Permanent Logs	October 1, 2007
500.02	Personal Property	October 1, 2007
501.02	Phase System	July 1, 2015
812.00	Phase System for the Youth Reporting Centers	January 1, 2012
130.01	Physical Agility Testing for Correctional Officers	January 1, 2015
105.00	Policy and Procedure Manuals	January 1, 2016
110.00	Political Practices	April 1, 2009

Policy #	Name	Issue Date
122.00	Position Control	October 1, 2007
510.01	Pre-Release Visits/Off-Campus Visitation	July 1, 2014
900.00	Prison Industries Enhancement (PIE) Program	January 1, 2010
151.00	Prison Rape Elimination Act (PREA)	October 1, 2015
128.02	Probationary Term	April 1, 2008
205.00	Program and Service Areas	October 1, 2007
807.00	Progress Reports – YRC	October 1, 2009
138.00	Progressive Discipline	October 1, 2015
149.00	Prohibited Workplace Harassment	April 1, 2012
331.00	Prosecution of Residents	October 1, 2007
128.01	Provisional Appointments	October 1, 2007
108.00	Public Information/Media Access	January 1, 2008
121.00	Purchasing	January 1, 2016
100.00	Purpose and Mission	April 1, 2014
102.00	Qualifications	October 1, 2007
107.01	Quality Assurance Program	July 1, 2015
310.01	Radio Communications and Frequency Management	January 1, 2015
150.00	Reasonable Accommodations for Persons	October 1, 2007
	With Disabilities	
500.01	Reception and Orientation of New Residents	July 1, 2015
115.00	Records Management Program	January 1, 2016
507.00	Recreation Activities	January 24, 2014
802.00	Referrals – YRC	April 1, 2009
705.00	Release from Aftercare Supervision	January 1, 2013
511.00	Release of Residents	January 1, 2015
508.00	Religious Programs	April 1, 2012
333.00	Resident Access to Courts and Counsel	October 1, 2015
118.00	Resident Benefit Fund	January 1, 2016
304.00	Resident Counts	October 1, 2015
305.01	Resident Daily Schedules	April 1, 2013
330.00	Resident Discipline	January 1, 2016
500.04	Resident Handbook	April 1, 2014
334.00	Resident Rights and Grievance Procedures	July 1, 2015
303.01	Resident Security Checks	January 1, 2010
118.01	Resident Trustee Funds	January 1, 2016
510.00	Resident Visitation	January 1, 2016
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Policy #	Name	Issue Date
158.00	Return to Work Program	July 1, 2011
104.00	Role of Outside Agencies	April 1, 2015
501.01	Rubenstein Center Cadet Selection	October 1, 2011
113.00	Safety Committee	July 1, 2015
401.00	Sanitation and Inspections	July 1, 2015
814.00	Sanitation and Inspections	October 1, 2015
805.00	Searches and Contraband – YRC	July 1, 2009
136.00	Secondary Employment and Volunteer Activity	October 1, 2010
206.00	Security/Surveillance	October 1, 2013
310.00	Security Equipment	July 1, 2015
300.00	Security/Operational Manual	October 1, 2007
131.00	Selection and Promotion of Non-Correctional	July 1, 2015
	Officer Personnel	
806.00	Service Plans – YRC	October 1, 2009
502.00	Social Services	October 1, 2015
336.00	Special Management of Residents with	
	Medical or Mental Health Issues	January 1, 2011
332.00	Specialized Housing	January 1, 2016
201.00	Staff/Juvenile Interaction, Facility Size	October 1, 2010
	and Rated Capacity	
128.00	Staffing Requirements	October 1, 2015
317.00	Substance Abuse Testing Treatment and Sanctions	January 1, 2008
808.00	Suicide Intervention – YRC	April 1, 2009
414.00	Suicide/Self Harm Prevention and Intervention	October 1, 2015
103.00	Table of Organization – Division	July 1, 2015
701.00	Table of Organization – Aftercare	January 1, 2013
801.00	Table of Organization – YRC	April 1, 2009
509.00	Telephone, Mail Privileges & Access to Publications	January 24, 2014
500.06	Temporary Transfer of Residents	July 1, 2014
146.00	Tobacco-Free Workplace	January 1, 2016
309.00	Tools and Equipment	October 1, 2007
108.01	Tours	April 1, 2014
162.00	Training and Staff Development	January 1, 2016
314.00	Transportation of Residents	April 1, 2015
809.00	Transportation of YRC Participants	April 1, 2009
500.05	Treatment Timeframes and Mandates	July 1, 2015

Policy #	Name	Issue Date
503.00	Unit Management	July 1, 2008
308.01	Use of Electronic Devices	July 1, 2015
306.00	Use of Physical Force and Restraints	July 1, 2015
319.00	Vehicle Operation and Maintenance	July 1, 2014
167.00	Volunteers' and Citizens' Involvement	October 1, 2015
124.00	WV Purchasing Card Use	January 1, 2016
402.00	Water Supply	January 1, 2008
505.00	Work Programs	July 1, 2012
500.03	YLS/CMI and LS/CMI Application	July 1, 2011
811.00	Youth Reporting Center Staff Training	January 1, 2015